



STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD

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July 8, 2005
10:00 a.m.

Department of Accounting and General Services
Comptroller's Conference Room 410
Kalanimoku Building
1151 Punchbowl Street
Honolulu, Hawaii 96813

AGENDA

- I. Call to order
- II. Review of minutes
- III. Approval of Policy on Disbursements from Wireless E-911; The PSAP Readiness Fund Grant
- IV. Announcements
- V. Next meeting date
- VI. Adjournment

05 JUN 30 PM 10:01

LIEUTENANT GOVERNOR
OFFICE

Wireless Enhanced 911 Board
Minutes of July 8, 2005 Meeting
July 8, 2005

Board Members in Attendance: Roy Irei, John Cole, Russ Saito. Staff in attendance: Kerry Yoneshige (Department of Accounting and General Services), Patricia Ohara (Department of the Attorney General).

1. The Chair called the meeting to order at 10:05 a.m.
2. The Chair reported that he had the proxies for board members Dexter Takashima, Paul Ferreira, Gordon Bruce, Milton Matsuoka, Jeff Yamane, and Pete Jaeger. John Cole had the proxy for Joel Matsunaga.
3. The minutes of the June 30, 2005 board meeting were approved.
4. The Policy on Disbursement of Grant Funds (the Policy) was discussed by the board members. After the discussion it was agreed that the board chair would have the authority to disburse grant funds rather than the finance chair. With that change, the Policy was voted on and unanimously approved.
5. The Maui Police Department (MPD) request for equipment totaling approximately \$184,000 required for the phase II implementation was reviewed and disbursement was approved from the Enhanced Wireless 911 grant. The chair will send a letter confirming the availability of funds to the MPD for the equipment to be purchased.
6. Meeting was adjourned at 10:30 a.m.

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POLICY ON DISBURSEMENT OF GRANT FUNDS

From time to time the Board may receive grants to assist it in its governmental purpose of deploying Phase II wireless E-911 service throughout the state. In order to disburse grant funds for expenditure by an entity other than the board, the board adopts the following policy:

1. **Request for disbursement of grant funds:** Any entity desiring disbursement of grant funds to cover eligible costs of deployment and implementation of wireless enhanced 911 services pursuant to chapter 138, HRS, must make a request to the board in writing that includes an expenditure plan and estimated costs.
2. **Approval and disbursement of grant funds:** The board's finance committee chair has the authority to approve a request for disbursement of grant funds and disburse such funds on behalf of the board, provided that every approval and disbursement is reported to the board at its next meeting.
3. **Accounting for disbursed grant funds:** Any entity receiving a disbursement of grant funds from the board shall submit a report to the board detailing its activities and expenditures of the funds for costs eligible under chapter 138, HRS, within 90 days of the disbursement. Documentation of all expenditures must accompany the report. If the purpose of the requested disbursement of grant funds is not completed within 90 the days, an interim report shall be submitted at that time to the board which includes a description of the activities and expenditures to date, and an estimate of the date of completion.